

**Regarding Standard Operating Procedure (SOP)  
for use of 'e-Maha Pariksha' Portal as a pan-  
State Examination Management Solution**

**Government of Maharashtra  
General Administration Department (Information Technology)  
Government Circular No. मातंसं-088/27/2016-DIR IT(MH)  
Hutatma Rajguru Chowk, Madam Cama Road,  
Mantralaya, Mumbai – 400 032  
Dated 28 November, 2018**

**Reference** : Government Resolution No: - GAD-DIT 088/27/2016/DIT (MH),  
Dated – 19/09/2017.

**Introduction**

Various Departments and field offices of the Government of Maharashtra are conducting examinations for purposes of recruitment and entry to academic programs through online Maha-pariksha Portal. MahaIT is handling the Maha-pariksha Portal and are conducting the examination of various Departments and field offices of the Government of Maharashtra.

As per the SOP issued by the referred Government Resolution regarding use of software applications for conduct of examinations and as per the grievances received from students, representative of citizen (MLA/MLC etc) media and various concerned departments etc. IT Department has reviewed the process and given instructions from time to time in several meetings.

Government of Maharashtra reiterates instructions as below for further clarity for conducting the examinations through Maha-pariksha Portal.

**Government Circular:**

The following instructions as mentioned below should be used for smooth and hassle free conducting examination via “Maha Pariksha” portal ([www.mahapariksha.gov.in](http://www.mahapariksha.gov.in)).

1. The Exams shall be conducted at district and Taluka levels.
2. The examination should be held only in AICTE/state/university approved/recognized /registered (government recognized) colleges/educational institutes. No examination shall be held in any other premises.
3. Sufficient private security and police arrangement shall be provided in addition to internal security in examination centers.
4. Peer review shall be done for both the question paper generation and before publishing the answer key.
5. Questions shall be set as per the syllabus provided by the concerned Department.
6. Question bank shall have sufficiently large number of questions as reserve for authoring the question paper.

7. IT security including password protection, encryption and usage of protected pdf files shall be ensured.
  8. Examinations will be held in a timely manner and their results will also be published in time.
  9. Sample Question paper shall be made available on Maha-Pariksha portal before the exam.
  10. It shall be ensured that a candidate will be able to take only one attempt of the examination for any given post for which more than one slots are taking place for the same post.
  11. CCTV footage of the examination must be made available to MahaIT within 22 hours after the completion of the examination.
  12. Normally there shall not be more than 2 examination slots per day.
  13. Seating arrangement shall be displayed at exam center.
  14. Every examination will be clearly covered by CCTV for all students.
  15. There shall be a central facility to monitor exams wherever connectivity permits.
  16. Answer/Response sheet shall be given to each student post examination within 10 working days.
  17. Audits shall be conducted from time to time and there shall be compliance to all audit findings as soon as possible.
  18. Well defined moderation /normalization processes shall be followed.
  19. Grievance redressal shall be done at the earliest. The timelines required for handling various types of Grievances should be not more than 30 days.
  20. Penalty procedures should be well laid out for malpractices and shall be strictly enforced.
  21. Invigilators at the examination centers must be preferably college/school/teachers/retired teachers and must have experience of minimum 5 years in conducting examination as an invigilator.
  22. Test centers to be further strengthening with the required facilities for exam conduction i.e. availability of UPS, DG Sets, adequate number of systems including the buffer system, LAN connectivity with better outcomes.
  23. Over all Integrity of examination process shall be strictly maintained.
- The above instructions shall be adhered to by all the concerned.

This Government resolution of Maharashtra Government is available at the website [www.maharashtra.gov.in](http://www.maharashtra.gov.in). Reference no. for this is 201811281816489211. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

**(D.P.Deshmukh)**  
**Under Secretary-IT,**  
**Government of Maharashtra.**

**To,**

1. Secretary to the Hon'ble Governor of Maharashtra,
2. Additional Chief Secretary to Hon'ble Chief Minister,
3. Personal Secretary to All Ministers/All Ministers of State,

4. Hon'ble Leader of Opposition, Legislative Assembly/ Legislative council,  
Maharashtra Vidhan Mandal Sachivalaya, Mumbai,
5. All Hon'ble Members of Legislative Assembly/ Legislative council,
6. Personal Assistant to Chief Secretary,
7. Additional Chief Secretary/Principal Secretary/Secretary of All Departments,
8. Additional Chief Secretary (Services), Mantralaya, Mumbai,
9. Principal Secretary, Maharashtra Vidhan Mandal Sachivalaya Mumbai,
10. Registrar, High Court (Original Side) Mumbai,
11. Registrar, High Court (Appellate Side) Mumbai,
12. Registrar, Lok Ayukta and Up Lok Ayukta, Maharashtra State Mumbai,
13. Secretary State Election Commission, Mumbai
14. Secretary, Maharashtra Public Service Commission Mumbai,
15. Chief Information Commissioner, State Information Commission, Mumbai,
16. Residential Audit Officer, Mumbai,
17. Director General of Police, Maharashtra State, Mumbai,
18. All Divisional Commissioners
19. All Commissioners of Police,
20. Commissioners of All Municipal Corporations,
21. All Collectors,
22. All Chief Executive Officer, Zilla Parishad/Municipalities,
23. All Departments of Mantralaya,
24. Director General, Information and Public Relations, Mantralaya Mumbai,
25. Managing Director, Maharashtra IT Corporation Mumbai,
26. Select File, DIT, General Administration Department, Mantralaya